

**CITY OF ASHEVILLE, NORTH CAROLINA  
CLASS SPECIFICATION**

**TRANSIT PROJECTS COORDINATOR  
TRANSIT AND PARKING SERVICES DEPARTMENT**

**GENERAL STATEMENT OF DUTIES**

Performs a variety of highly responsible and complex project coordination and data management functions to support the activities of the Asheville Transit System. Characteristic of this position is the employee's involvement in departmental programs and activities. Employee reports to the Transit and Parking Services Director.

**DISTINGUISHING FEATURES OF THE CLASS**

An employee in this class assists the Transit and Parking Services Director in carrying out the coordination of Transit related programs including, but not limited to, capital program implementation (including keeping records for budgetary and reporting purposes), The analysis and design of data collection, route analysis and design, participation in capital programming and budget discussions, grant research to bolster capital programming, and by assisting the Resident General Manager and Transit Planner as assigned. Work is characterized by its variety and complexity, requiring considerable organizational and analytical ability. Tact and courtesy are required in contacts with the City staff and the general public. Employee must exercise independent judgment, discretion, and initiative in completing assignments. Work is performed under limited supervision of the Transit and Parking Services Director and is evaluated for proper application of policies and procedures and for quality and completeness of reports and recommendations and implementation activities.

**ILLUSTRATIVE EXAMPLES OF WORK**

**ESSENTIAL JOB FUNCTIONS**

Under the guidance of the Transit and Parking Services Director, employee will implement capital programs, evaluate and purchase capital equipment as currently funded and programmed. Must become familiar with and adhere to all federal, state, and local requirements. Must craft RFP's and evaluate bids, maintain all records of the RFP, bid, and purchase, as well receive goods, place goods on the capital properties list, and maintain all applicable records.

Working with the Transit and Parking Services Director, employee will become familiar with the transit operations and capital project data currently being collected and will design and implement a data collection and report system for operations and capital projects that meets the managerial needs of the Transit and Parking Services Director, the Resident General Manager, and the Transit Planner.

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Working with the Resident General Manager and the Transit Planner, the employee will analyze route structure in various areas of the City, and will design and recommend to the Transit and Parking Services Director new configurations, subject to negotiated constraints.

The employee will participate in capital programming discussions at all levels, and will be prepared to offer unconstrained ideas and make financially constrained recommendations concerning future programming and the priorities of capital projects. Employee will be expected to have researched grant opportunities available to Asheville Transit for proposed capital projects and to have considered those opportunities to the transit system.

Employee will also be expected to assist the Resident General Manager and the Transit Planner as needed, subject to project priorities to be clarified by the Transit and Parking Services Director.

At all times employee will be responsible, whenever the opportunity arises, for assisting walk-in customers on an as needed basis by directing them to the appropriate person(s).

### **ADDITIONAL JOB FUNCTIONS**

Other activities contributing to the operations and capital programs of the Asheville Transit System as assigned.

### **KNOWLEDGE, SKILLS AND ABILITIES**

Must have knowledge of data base operation.

Must be able to interface with the City GIS (Arc-GIS).

Must be able to read and interpret maps and data.

Must be able to craft RFP's, work with purchasing requirements, understand state, local and federal purchasing requirements and must know when each applies.

Must be able to research grants etc. using computer and telephone.

Must have a general knowledge of transit and transportation. Formal education in these fields is helpful.

Will develop knowledge of City and departmental rules, regulations, policies and procedures, and the ability to interpret them.

Considerable knowledge of the principles and practices of modern office management including knowledge of popular computer driven word processing, spreadsheet, and file maintenance programs.

Skill in organizing work flow and coordinating activities.

Ability to work extremely well with a diverse group of individuals.

Ability to multi-task in order to accomplish several goals.

Ability to analyze and interpret policy and procedural guidelines and to resolve problems and questions.

Ability to research program documents and narrative materials and to compile reports from information gathered.

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Ability to establish and maintain effective working relationships as necessitated by work assignments.

Ability to develop and modify work procedures, methods and processes to improve efficiency.

Ability to communicate effectively in oral and written form.

### **MINIMUM EXPERIENCE AND TRAINING**

Bachelor's degree in transportation management, transit management or a directly related field, and 2 to 3 years of managerial or analytical experience in business fields related to transportation or transit, with experience in route design.

### **COMPETENCIES**

**Technical Competency:** Ability to use the office tools and concepts of the specialty area in which the employee works. Includes using appropriate processes, procedures, resources, and work or professional standards.

**Interpersonal Competency:** Ability to work with people, develop and maintain work relationships, communicate, manage conflict, and perform as an effective team member.

**Intellectual Competency:** Ability to think, learn and process information. Ability to solve problems and gather information. Includes having math and reading skills appropriate to job level.

**Customer Service:** Ability to identify customers, determine the valid needs of a situation, and provide service or service recovery in a manner that satisfies the customer when appropriate.

**Organizational and Community Sensitivity:** Ability to take the larger perspective into account, recognize organizational and community priorities and balance actions appropriately.

**Physical Skills:** Ability to perform required jobs with adequate strength, dexterity, coordination and visual acuity (with reasonable accommodation[s] if needed) and in a manner that does not pose a direct threat to the health or safety of the employee or others in the workplace.

Salary Grade 17  
Exempt